

**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION**

This document is used for regulatory purposes relating to the appointment and payment of public funds. False or misleading statements may constitute violations of such regulations. Prepare according to instructions from the Supervisor's Field Guide for Supervisors of Locally Employed Staff, Chapter 2 (3 FAH-2 H-440).

1. Post Kampala	2. Agency CDC	3a. OPS Job Code H74804			
3b. Post Job Number 100252/R0028087		3c. Subject to Identical Position? If yes, provide total position number and list all additional post job number(s) in 3d. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
3d. Total Number of Positions 1		Identical Additional Post Job Numbers N/A			
4. Post Position Title or Working Title (if different from official title) N/A					
5. Reason for Submission <input type="checkbox"/> New position <input type="checkbox"/> Implementation of SJD/FJD <input type="checkbox"/> Recertification of position description <input type="checkbox"/> Significant changes to existing position <input type="checkbox"/> Reorganization or reprogram of existing vacant position to position with different official title or occupational series - <i>provide OPS position Number and OPS Job Code for existing vacant position</i>					
6. Organizational Design					
6a. Office/section CDC		6b. First Subdivision Division of Global Health Protection			
6c. Second Subdivision		6d. Third Subdivision			
7. Certifications/Signatures					
7a. Employee	I acknowledge receipt of this description of my position duties and responsibilities.	<input checked="" type="checkbox"/> By checking this box, I, VACANT, certify that I am the individual submitting this document.			Date
7b. Supervisor	I certify that this is an accurate description of the duties and responsibilities of this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7c. Section Chief/ Agency Head	I certify that this is an accurate description of this position and there is a valid management need for this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
7d. HR Officer/ Mgmt. Officer	I certify that this is an accurate description of this position.	<input checked="" type="checkbox"/> By checking this box, I, , certify that I am the individual submitting this document.			Date
8. Classification Action and Certification - I certify that this position has been classified within established standards.					
8a. Classification Center AFRCC	Official Title Public Health Administrative Specialist	Job Series 0540	Grade FSN-10	Approver Name	Date Approved 8/29/2023
8b. GTM/OE	Official Title	Job Series	Grade	GTM/OE Name	Date Approved

8c. Recertification Reason			RCC/Approver Name		Initials/Date
9. Post PD Review	Initials/Date	Initials/Date	Initials/Date	Initials/Date	Initials/Date
9a. Employee					
9b. Supervisor					
9c. HR/Mgmt. Officer					

10. Job Overview

This position serves as the Public Health Administrative Specialist responsible for the management of administrative aspects of Centers for Disease Control and Prevention, Uganda’s Global Health Security work. The job holder will provide direct support to the Division of Global Health Protection (DGHP) Deputy Director with a focus on cooperative agreement (CoAg) and partner management, operational budgeting and finance, contract management, and office administration. The job holder serves as a liaison between management and operations (M&O) teams at post and identified headquarters (HQ) points of contact. Job holder is required to establish and maintain relationships with various cadres of staff including but not limited to CDC Uganda, HQ-based subject matter experts, and extramural partners.

10a. Direct Supervisor of Position:

Division of Global Health Protection Deputy Director

10b. Position Directly Supervises:

N/A

10c. Indicate if the position has authority to obligate funds:

No

10d. Provide security access determination level, if required:

Low Risk/Non-Sensitive

JF-298 (Formerly DS-298)
02-2022

Page | 2

11. Major Duties and Responsibilities (Include % of time spent for each duty, percentage totals must equal 100%):

Administrative Management for Cooperative Agreements

45%

Job holder serves as the DGHP cooperative agreement (CoAg) specialist for agreements managed in country. In this role, serves as administrative specialist for CoAg and liaises with the CDC headquarters and DGHP's respective grants management teams. This role requires that the job holder be thoroughly acquainted with the purpose, terms, conditions, and the respective responsibilities of the CoAg recipients, the Project Officer, CDC Uganda CoAg Management Team (CAMT), CDC/DGHP HQ-based Assistance Management Team (AMT), and CDC HQ Office of Grants Services (Grants Management Specialist/Officer).

Coordinates across CDC Uganda to ensure CoAg activities are conducted according to the terms and conditions in the notice of award. Ensures USG funds are appropriately utilized throughout the lifecycle of the CoAg.

Works closely with Project Officer and activity managers to provide advice on the soundness of administrative controls contained in proposal, workplans, and budgets. Ensures proper procedures are followed throughout the lifecycle, including post-award amendments. Provides technical assistance to implementing partners (IPs) to ensure partners are equipped to meet administrative requirements set forth in the notice of award (NOA).

Provides advice as needed to the DGHP Deputy Director, Project Officers, Activity Managers, and IPs on all aspects of fiscal and programmatic reporting. Serves as the administrative liaison with headquarters' teams to ensure necessary documents are complete and submitted in a timely manner. Closely tracks document submission for CoAg including but not limited to quarterly reports, continuation applications, meeting minutes, supplemental applications, and financial status reports.

Provides written recommendations to the CDC headquarters grants office when any changes to the program description, NOA, reporting requirements, or any other term or condition of the award are necessary, along with a justification for the proposed action.

Budget Management and Finance

25%

The job holder supports the DGHP Deputy Director in formulation and administration of annual budgets for funds managed by DGHP Uganda including Global Health Security (GHS) funds, relevant COVID-19 and Ebola supplemental funding, and other funding sources as necessary. This includes preparing projections, planning, and tracking both management and operations spend plans and programmatic budget plans.

Analyzes spending by activity on a regular basis, including during mid-year and end of year "budget scrubs". Compares annual budget projections with actual expenditures, makes adjustments, and reports discrepancies. Based on these observations, advises DGHP Deputy Director of funds that may be available for new activities or of unforeseen shortfalls.

Coordinates with the CDC Uganda Finance Team, DGHP HQ Finance Team, other branches and offices within DGHP, the Global Health Center (GHC) Office of the Director, and other pertinent CDC Centers, Institutes, and Offices (CIOs) to ensure budgets are properly formulated, maintained, and executed.

Remains abreast of fiscal requirements associated with a diverse and complex funding portfolio. In close collaboration with the CDC Uganda Finance Team, responds to various data requests related to operational budgeting for DGHP Uganda. Works closely with CDC Uganda Finance Team to ensure timely and effective management of unliquidated and undelivered obligations. Stays abreast of post-held balances and provides proactive recommendation to DGHP Uganda leadership for spend plan management.

Assists CoAg partners in understanding agency budget categories and assists in the review of their budget requests to assure that proposed costs are allowable, allocable, and reasonable; provides financial advice and monitors the financial reporting of IPs to CDC headquarters to ensure timeliness and accuracy of financial reporting. Conducts periodic pipeline analyses and reports to program management staff.

II. Records Management

20%

Job holder ensures effective documentation and tracking for a complex programmatic portfolio that spans many IPs and funding streams. Works closely with DGHP team to ensure effective records management in Microsoft Teams and any other platforms indicated by the CDC Uganda team. Responsible for internal records management and tracking for DGHP budgetary and financial records. This includes records related to operational and programmatic funds. Updates and maintains records in the GrantsSolutions Grants Management Module and ensure that information in GMM is in alignment with other documentation housed on other platforms such as OneDrive and MS Teams.

Develops and maintains systems to provide timely notification of CDC Uganda and IPs of CoAg deadlines including for Notice of Funding Opportunity (NOFO), applications, and reporting. Maintains monthly and annual calendars of actions related to the administrative management of CoAg mechanisms including providing site visit schedules, routine trainings for staff and recipients, other date-sensitive activities.

Ensures that partner management activities are effectively coordinated and documented to ensure effective partnerships for global health security and emergency response activities. This includes coordinating, scheduling, documenting IP meetings with CDC Uganda teams and key stakeholder, and tracking and following-up on action items from CoAg meetings.

III. Intra- and Inter-agency Coordination

10%

The job holder serves on selected inter-agency technical working groups in support of CoAgs, contracts, or partnership frameworks. The working groups include interested parties from among USG implementing agencies (i.e., Department of State, USAID, Department of Defense), host country government officials and collaborating organizations.

Provides input into the interagency partner portfolio reviews by maintaining program management tools to allocate and track resources provided to in-country partners. Provides input to USG staff during initial discussions regarding potential administrative initiatives and guidance that will increase reporting accuracy and timeliness. Responsible for working with laboratory, surveillance, and emergency management colleagues to ensure that programs are working together to complement support and capacity building.

Note: “This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.”

Minimum Qualification Requirements

12. Knowledge

12a. Pre-hire (*Operational*)

A detailed knowledge of overall management principles, guidelines, and procedures related to the administration of grants and cooperative agreements, as well as related audit and accounting requirements, is required. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. A general knowledge of routine health information systems in developing countries, including knowledge of public health administrative systems is required.

12b. Post-hire (*Organizational*)

Specific job-related training will be provided through formal training in CDC-sponsored courses and through other specialized training to enable the job holder to perform their duties in accordance with CDC and USG policies, rules, and regulations. Among others, course will include Federal Appropriations Law, internal controls, cost principles, unified administrative requirements, cooperative agreements and grants management, project management, etc.

13. Education

Bachelor's degree in Public Administration, Business Administration, Accounting, Public Health, or International Development is required.

14. Licensing/Certifications/Training

Required to complete CDC-specific training, including on leadership development, cooperative agreement administrative management, and financial management. Training required will be either online training or off-site training. Must be willing to travel outside of country for training that may be required for this position.

15. Work Experience

15a. Nonsupervisory:

Five years of progressively responsible administrative management experience in a public health or international development environment, including experience in administrative management of acquisitions, grants, contracts, or cooperative agreement documentation and reporting; files management; and experience interfacing with external clients is required.

15b. Supervisory:

N/A

16. Language Proficiency - List English and other host country language(s) proficiency requirements by level (1-5) for speaking, reading, and writing.

English:

Level 4 - Fluent; written/spoken, including the ability to translate

Host-Country Language:

Host-Country Language:

Host-Country Language:

Host-Country Language:

17. Pre-hire Skills and Abilities

Good oral and written communication skills, are required, including ability to write clear and concise documents, reports, program, and policy guidelines and ability to deliver oral presentations on programmatic matters. Excellent interpersonal skills are required to coordinate with USG colleagues and IPs to foster cooperation. Demonstrated ability to multi-task in a highly-detailed and fast-paced work environment is required. The ability to assess problems and develop realistic solutions is required. The ability to plan and monitor budget expenditures to meet program needs is required. Intermediate user level of word processing, spreadsheets, and databases is required. Keyboarding skills that include both speed and accuracy are required. A facility to work with higher mathematical calculations for purposes of reporting is required.

18. Post-hire Skills and Abilities

The job holder will develop skills and abilities in the areas of federal grants management and contracting; CDC and Department of State policies, procedures, reporting processes, and use of electronic systems; CDC organizational structure, mission, and goals; and leadership and communication.

19. Special Work Environment & Conditions

The position demands a significant level of mental work and moderate degree of stress may result from several competing demands within a very short time frame or shifting and changing priorities. Extended work hours are required periodically to meet unavoidable work-related demands resulting in an occasional trade-off between personal and work time.

20. Post PD Review Notes (*FOR HR USE ONLY*)



U.S. Department of State
INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION
INSTRUCTIONS FOR COMPLETION

1. Post – Please type the post name.
2. Agency – Please type the agency name.
3. This section deals with the numbers found in OPS, on the individual employee's document and internal management of identical additional positions. It is an important internal control for position management.
 - 3a. OPS Job Code: This number is generated by the OPS System and is linked with the MClass system. This block will be completed by the Post HR Office for existing positions or by checking on MClass for new positions once positions are classified.
 - 3b. Post Job Number: This column should contain the OPS assigned position number or post position number recorded in MClass.
 - 3c. Please indicate if the classification will be assigned to multiple (identical additional "IA") positions.
 - 3d. Total number of identical positions - Please state the total position numbers that are assigned to the position's MClass record. Identical post job numbers should be listed in this section. If space is insufficient to list all identical post job numbers, please provide details in the organizational chart.
4. Post Position Title - This is used when the official position title in MClass differs from the more common title found in the host country. If there is no position working title, please leave this blank. The position working title will also appear in OPS.
5. Reason for Submission - please select the appropriate reason for submission. Please provide additional information when prompted.
6. Organizational Design - listing the office, section, and unit where the position is located.
7. Certifications/Signatures - Since this document is used for regulatory purposes relating to the payment of public funds, each stakeholder is required to acknowledge or certify, and sign.
8. Classification Action and Certification - This is completed by the RCC annotating the Official Title, Job Series and Grade of the position. The date is the date that the position was either approved or recertified in the MClass system. When there is a formal appeal of the classification performed by the RCC, the final decision from GTM/OE and/or USAID will be annotated here with name/initials.
 - 8c. PD Recertification - Post to provide reason (e.g., PD is more than 5 years but still valid, or some changes reflected in the PD are not significant for reclassification). RCC provides the recertification official and date upon updating/uploading the revised PD in the MClass.
9. Position Description Review - This section documents the local reviews/updates performed at the Post level that are not sent to the RCCs. Refer to the most updated policy aid or contact respective RCC for additional clarification on minor changes at Post Any change to a PD must be reviewed by the employee, supervisor and Management Official (see 7 for explanation for Management Official).
10. Job Overview - This is a brief statement explaining the overall purpose of the position. This statement will appear in the vacancy announcement when the position is advertised. It should be concise, no more than 2 paragraphs, and be in plain language that can easily be understood by internal and external applicants.
 - 10a. Direct Supervisor of Position: This a brief statement explaining who the direct supervisor of the position is; the level of oversight that will be used and how the work will be reviewed.



U.S. Department of State
**INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION
INSTRUCTIONS FOR COMPLETION**

- 10b. Position directly supervises - When applicable, provide a brief statement regarding whom the position will supervise. Please explain how that will be done. For example, will provide daily guidance, approve/disapprove leave, take part in hiring decisions; provide recommendations to disciplinary actions, counsel employees and be the rater for performance reviews.
- 10c. Authority to obligate funds. If the position will have the authority to obligate funds, please select yes. If not, select no.
- 10d. No choice is needed here for LE Staff position as a local security certification is the default security access requirement for LE Staff position. If there is a reason requiring a higher security access determination, please consult with the Post Regional Security Officer and the Office Personnel Management's Position Designation Automated Tool (PDT), and subsequently indicate the appropriate level required by selecting one of the drop-down options.
11. Major Duties and Responsibilities. Do not enter the phrase "see attached" and do not attach any documents. Similar to the PDF or Word version of this form, the space will expand. When using the My Data form, begin typing here. When printing, check the box "print addendum" on the print screen so that all the data entered will print as an addendum.

Describe the regular and recurring work that will be required of the incumbent. Include duties that are performed 10% or more of the total work time (i.e., 4 or more hours per week). Start with the most important requirement or the largest percentage of time. Please group similar duties together. For each duty or group of tasks, describe the work to be performed, including methodologies and technologies.

For all agencies except USAID: The following statement should be included on every PD, at the end of Section 11, to address the issue of "other duties as assigned". No percentage of time is allocated to this statement.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

Minimum Qualification Requirements: These requirements must reflect the minimum knowledge, skills and abilities (KSAs) required to successfully fulfill the duties at the full performance level. These will not necessarily be the KSAs of the current or previous incumbent. All requirements must state "is required" or "must." The words "desired" or "preferred" are not to be used.

Some of the categories are split into pre-hire and post-hire levels. Pre-hire levels are those KSAs that the applicant is expected to already have before coming to work for the US government. Post-hire levels take into account the knowledge, skills and abilities that can only be obtained after being hired. Both pre-hire and post-hire levels are used during classification; however, only pre-hire levels are used during recruitment.

12. Knowledge is the theoretical or practical understanding of a subject, which includes the necessary information, subjects, and topics that should be known to successfully fulfill the duties.
- 12a. Pre-hire (Operational): This covers knowledge of the external environment or standard practices in the host country. This may be political, legal, occupational safety practices, accounting standards, building practices, and/or the business environment.
- 12b. Post hire (Organizational): This covers knowledge of US government workings and structure. Consider requirements to understand internal procedures, agency and USG regulations, policy, purpose of organization and its staff.
13. Education: List the minimum education level required for effective performance. For post-secondary education (i.e., university degree, master's degree and PhD), you must list a field of study that is directly related to the duties and responsibilities of the position. No more than five specific fields of study should be listed.



U.S. Department of State
INTERAGENCY OVERSEAS EMPLOYEE POSITION DESCRIPTION
INSTRUCTIONS FOR COMPLETION

14. **Licensing/Certifications/Training:** This is the mandatory licensing, certifications or training that is required to reach effective performance within a reasonable period of time. Some licensing or certification are required at the point of hire, such as valid driver license, technical or specialist certification (technical, medical), others would be obtained during employment such as Overseas Personnel System training, Smith System Safe Driver training, Contracting Officer's Representative training, Grants Officer Representative training, basic consular training. Do not include training that is required of all employees, such as new employee orientation, cybersecurity, etc.
15. **Work Experience:** What experience does the incumbent need to successfully perform the duties and responsibilities of the position? State the minimum amount of time in months or years required. Do not cite a range of years (3-5 years of experience) or use progressive experience. Instead, list the minimum number of months or years (e.g., minimum of 6 months experience, or minimum of 4 years of experience.).
- 15a. **Nonsupervisory:** Please list the minimum experience needed to effectively perform the non-supervisory duties and responsibilities of the position.
- 15b. **Supervisory:** List the amount and type of previous supervisory experience required to successfully perform the supervisory duties of the position. The supervisory experience should be part of the total years of experience such as minimum four years of experience, of which at least one year is in supervisory role. Please note that if a position supervises less than three employees, best practice is not to require supervisory experience in order not to exclude first time supervisors.
16. **Language Proficiency:** Indicate the degree of proficiency in a language or languages required for performance of the duties of the position. State the minimum level for reading, speaking, and writing. The proficiency should be consistent with the communication requirements needed to perform the duties and responsibilities of the position." See OE policy "Pre-Employment English Language and Other Testing".
17. **Pre-hire Skills and Abilities:** List skills & abilities that a candidate needs to have to be hired into the position, e.g., interview for HR Recruiter, presentation & public speaking for trainer, counseling for supervisor, drafting building plans for architect, interpersonal for CLO, etc.
18. **Post-hire Skills and Abilities:** List any additional skills and abilities that can be built during employment, e.g., data analysis, communication with diverse audiences, federal fund management, etc.
19. **Special Work Environment or Conditions:** Use this space if the position is subject to a special work environment or conditions, such as if the position is required to travel significantly (25% or more), or if position is expected to be on-call/standby. All special work environment or conditions must be consistent with local law.
20. **Post PD Review Notes. FOR HR USE ONLY.** Please use the space to annotate changes made to the PD during Post PD Review.

Full Performance Level: Below is a guideline for the typical period of time a new employee would need to reach full performance level. This should not be confused with a training grade or the probationary period.

Grades 1-3 – Three months
Grades 4-6 – Six months
Grades 7-9 – Nine months
Grades 10-12 – One year